

CONSTITUTION AND BY-LAWS
THE CAMDEN ROD and GUN CLUB, INC.
Camden, New York

I. Name:

The name of the organization shall be: The Camden Rod & Gun Club.

II. Purpose:

The purpose of this organization is to promote interest in the shooting, hunting, trapping, and fishing sports; to educate and provide instruction in the proper use of firearms; to support organizations engaged in conservation and environmental control activities; and to foster a spirit of companionship and sportsmanship among its members and throughout the community.

III. Time and Place of Meetings:

- a. Regular monthly meetings of the club will be held at the discretion of the Executive Board.
- b. Due notice of meetings will be given to each member, either verbally or by publication.

IV. Membership:

- a. Any person of good reputation, eighteen (18) years of age or older, and sponsored by a present member. Membership is a family membership, with membership rights available to each and every member of the primary member's immediate family. "Immediate family" includes the primary member's spouse as well as offspring, living at the same address, up to the age of eighteen (18) years. Each family will get only one vote at business meetings. This limitation in no way precludes a family member from establishing his/her own individual membership (and voting rights) by paying annual dues.
- b. Dues paid by March 15 of each calendar year will preclude any late fees.
- c. Junior Club members, ten (10) to eighteen (18) years of age, must be accompanied by an adult member to all shoots and matches.
 1. Junior Club members must have on file with the secretary or the Junior Club counselor a release form signed annually by a parent or guardian.
 2. In the year in which they become eighteen (18) years of age, Junior Club members may retain Junior Club status for the remainder of that year.
 3. Past Junior Club members who choose to join the club proper will be considered "renewal" members. No "first year" fees will be charged to them.
 4. Life Membership:
 - A. Up to approximately twenty (20) members may be elected to Life Membership. Criteria for life membership is nomination from the general membership and approval of the nominations by the executive board, based upon but not limited to 10 years service to the club as an officer, worker on facilities and/or functions of the club. Once nominations are approved by the executive board, the general membership will elect the life members.
 - B. Nominations for Life Membership will be presented at the January monthly meeting annually.
 - C. Life Membership is primarily an honorary position but it excuses the member from paying annual dues.

V. Quorum:

- a. Six (6) members shall constitute a quorum for the transaction of business at any meeting, including at least one (1) executive board member and one (1) club officer.

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- b. One third ($\frac{1}{3}$) of board members will constitute a quorum for the transaction of business at any board meeting, including at least one (1) club officer.

VI. By-Laws:

This organization shall have the power to formulate and enact such by-laws as may be deemed expedient for proper operation of the club, and the protection and preservation of the purposes; and same may be altered and/or amended by a two-thirds ($\frac{2}{3}$) vote at any regular or special meeting.

VII. Organization:

a. Officers:

The officers of this club shall consist of a President, Vice-President, Secretary, Treasurer, Assistant Treasurer, and Membership Chairman. Officers shall be elected by ballot at a January meeting, and shall serve for one (1) year term without limit to number of terms for which they may be elected in future years.

b. Executive Board

Executive Board members shall be the six (6) active officers; two (2) members elected from the floor each year, and all past presidents.

c. Indemnification:

Any officer of the club by virtue of his/her position is hereby indemnified from any personal liability or responsibility while acting in capacity as an officer. While acting as an officer, the officer shall be considered part of the entity as **Camden Rod and Gun Club** for purposes of liability insurance.

VIII. Duties of the Club Officers:

a. President:

1. Call a meeting of the Executive Board to establish a calendar of events for each year.
2. Appoint a committee chairman for each event.
3. Appoint a Master Range Officer for each year.
4. Appoint a building and grounds committee.
5. Preside over club meetings.
6. Insure timely delivery of shooting supplies.
7. Check on all committees to insure they function.
8. Exercise power to table any controversial issues.
9. Enforce the rules and regulations of the organization.
10. The president is empowered to spend up to \$300.00 (three hundred dollars) for emergency, critical, and time sensitive items such as repairs, short term opportunities that will enhance the club. All such expenditures will be reported to the treasurer and explained to the club membership at the next business meeting.

b. Vice President

1. In absence of the President, assumes all responsibilities of the President.
2. Monitor all committees.
3. Chair the life membership committee.

c. Secretary:

1. Take minutes and keep an accurate record of proceedings.
2. Pick up the mail at the proper intervals.
3. Read the club mail and initiate appropriate action when immediate answers are in order.
4. Deliver all bills received to the Treasurer.
5. Present all correspondence at club meetings.
6. Answer all correspondence as directed.
7. Keep a file of the correspondence.
8. Send out notification to members as required.

d. Treasurer:

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1. Receive all incoming moneys to the club.
 2. Make payment of all bills incurred by the club.
 3. Maintain an accurate and continuous ledger of all incoming and outgoing funds.
 4. Maintain proper bank checking and savings accounts.
 5. Take proper and timely action on all outstanding accounts.
 6. Keep a file on all financial records.
 7. Present a financial report at each club business meeting.
 8. Generate an annual financial report based on the calendar year to be delivered prior to the change of officers in January.
 9. The treasurer will report in the monthly report to the membership at the next business meeting any emergency, critical, and time sensitive items for which the President expended club funds.
- e. Assistant Treasurer:
1. Act as the treasurer during his absence.
 2. Perform duties assigned by the treasurer
 3. Act with the treasurer as a control of funds of the club.
 4. Stay current with financial condition of the club.
 5. Render assistance with finances to subsets of the treasury such as youth marksmen and any other subset that may exist or be created
- f. Membership Chairman
1. Notify the membership via the Newsletter when dues are payable.
 2. Make out membership cards.
 3. Keep track of old and new members.
 4. Serve as Chairman of the membership committee.

IX Committees:

1. Finance Committee:
 - a. Committee shall consist of five (5) people, for one (1) year.
 - b. Plan all fees based on expenses of each event.
 - c. Supervise the each function.
 - d. Give a full report with recommendations at the next business meeting.
 - e. Officers can serve on the committee except the Treasurer.

X. Duties of Executive Board Members:

- a. Attend all Executive Board meetings.
- b. Establish a calendar of events for the year.
- c. Oversee all club activities and exercise a veto power as necessary on proposed excessive expenditures or other matters and decisions that are for the benefit of the club. If vetoed, an issue can not be brought to the floor for 60 days.
- d. Approve expenditures over a value of \$500.00.
- e. Establish fees to be charged to individuals and organizations for the use of the club facilities for activities other than regular functions.
- f. Establish and post rules and regulations governing the use of all club firing ranges.

XI. Duties of Master Range Officer:

- a. Establish a range officer roster.
- b. Appoint assistant range officers as required for each shooting activity.
- c. Enforce all rules and regulations governing the use of all shooting ranges.

XII. Club Facilities

- a. Facilities include: Outdoor rifle range. Skeet field. Trap fields. Outdoor pistol range. Indoor pistol range. Kitchen. Meeting room. Grounds.
- b. Facilities of the club are freely available to all members as defined in paragraph IV of this document with guest limitations as defined in paragraph 10 of the attached Code of

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Conduct. Some limitations to the free use of facilities do apply and may vary from time to time as voted upon by the membership. Those limitations are set for public relations, liability and/or safety purposes.

c. The meeting room is available for public service events such as Hunter Education, civic groups, etc. at no charge. Public commercial events directly related to hunting, shooting, fishing, for which the sponsor collects a fee, will pay the club a nominal amount set by the membership to compensate for utilities and associated costs. All users of the club facilities must leave the facilities clean and in good repair. Events must be scheduled with the Secretary and approved by the officers.

d. Members may use the club facilities for gatherings of more than the guest limitations outlined in this document for the same nominal fee established for public commercial events. All users of the club facilities must leave the facilities clean and in good repair. Events must be scheduled with the Secretary and approved by the officers.

e. Damaged or inoperable equipment and facilities must be reported to a club officer.

XIII. The club is a single entity; therefore no subgroups of the club will form with their own treasuries. Any dues, expenditures, acquisitions, *etc.* will funnel through the club treasury and be subject to the vote of the club at its general business meeting and will be subject to executive board approval in accordance with Paragraph X. All property purchased/acquired through this process becomes property of the club. This section in no way precludes subgroups from pooling minor funds for refreshments, parties, *etc.*

XIV. Disposal of Club Property:

No item of club property having a value of \$100.00 or more shall be sold off or otherwise disposed of unless a referendum vote of all paid up members is taken and there is a two-thirds (2/3) majority vote for such action. Proper notification of such referendum vote shall be given each member in writing.

Camden Rod and Gun Club

Membership Code of Conduct & Rules

1. All persons, members, guests, or users of the Camden Rod & Gun Club, Inc. (The club) facilities or property shall respect the property and shall observe the following prohibitions:
 - (a) littering including targets, cartridge cases, paper, beverage containers, cans, wood, cardboard, or other waste is prohibited.
 - (b) shooting of objects other than target material such as buildings, signs, lights, junk appliances or shooting except on target ranges provided is prohibited.
 - (c) Misuse of club facilities or equipment is prohibited.
 - (d) The club must be cleaned and left clean after each use.
2. All persons using the club facilities for any reason must sign name, date and time of use into the log book.
3. All persons using the club must notify one to the officers as soon as possible after discovering anything broken, damaged, or in need of repair.
4. At least two people must be present when someone is using a range for shooting purposes.
5. No member shall give or release combination lock information to anyone who is not a member in good standing of the club in any calendar year.
6. All persons using the club for any reason shall check the heating system, water system, lights, breaker switches, door locks *etc.* before leaving the club.
7. No one shall make an expenditure of club funds without prior authorization from the president or treasurer.
8. No one shall use the skeet or trap fields without a qualification /safety check for the equipment use to be performed by the range officer.
9. Use of the indoor pistol range is restricted as follows:
 - (a) discharge of shotguns prohibited
 - (b) discharge of centerfire rifles is prohibited
 - (c) discharge of Thompson-Contenders, Strikers, or similar "handguns" is prohibited
 - (d) use of 22 magnum rimfire is prohibited
 - (e) only standard handgun cartridges may be used in the centerfire positions indicated.
10. No more than five (5) guests may use the club at any time except at club-sanctioned events or club-sanctioned functions.
11. Membership privileges may be revoked upon the decision of the Executive Board if any member is convicted of a violation of New York State Environmental Conservation law.
12. Membership privileges may be terminated without cause by decision of the Executive Board if any member willfully or repeatedly violates the above membership code and rules duly adopted and entered into the Constitution and By-Laws.

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By-Laws, *Camden Rod & Gun Club December 2012*